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**GENERAL RECORDS DESTRUCTION NOTIFICATION DECEMBER 31, 2007**

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*RECORD CATEGORY*

*ELIGIBLE FOR DESTRUCTION<sup>1</sup>*

A. BUDGET

1. APPROPRIATION WARRANTS, FORM A-1	F/Y 2004
2. APPROPRIATION WARRANTS, SPECIALS	F/Y 2003
3. ALLOCATION REQUESTS, FORM A-13-A	F/Y 2004
4. AUTHORIZATION FOR TRANSFER OF FUNDS, FORM A-13-B	F/Y 2004
5. BUDGET WORKSHEETS	F/Y 2004 <sup>2</sup>
6. CAPITAL BUDGET WORKSHEETS	F/Y 2003
7. TRANSFER REQUESTS, APPROPRIATION FUNDS, FORM A-13	F/Y 2004

B. CASH RECEIPTS

1. BANK DEPOSIT SLIPS, ALL ACCOUNTS	F/Y 2004
2. BANK STATEMENTS, ALL ACCOUNTS	F/Y 2004
3. RECEIPTS OF CASH, FORM A-14	F/Y 2004
4. RECORD OF DAILY RECEIPTS, FORM A-15	F/Y 2004
5. REPORT OF RECEIPTS, FORM A-17	F/Y 2005
6. TREASURER/S RECEIPTS (MACHINE RECEIPTS ISSUED BY TREASURER UPON DEPOSIT OF FORM A-17)	F/Y 2005

<sup>1</sup> all records for the date or year listed, or earlier, may be discarded unless the subject of existing legal action.

<sup>2</sup> 2005 Notice said "2000" but should have said "2002".

C. COMPTROLLER'S STATEMENTS

(COMPTROLLER MAINTAINS RECORD COPY)

1. APPROPRIATION STATEMENT, FORM IBM-1	F/Y 2004
2. COMPARATIVE INCOME STATEMENT	F/Y 2004
3. DETAIL TRANSACTION REGISTER, FORM IBM-2	F/Y 2004
4. OBJECT ANALYSIS	F/Y 2004
5. UNLIQUIDATED ENCUMBRANCE STATEMENT FORM IBM-3	F/Y 2005

D. CONTRACTUAL DOCUMENTS

1. CONTRACTS	TERMINATED IN 2000
2. PERSONAL SERVICE AGREEMENTS	TERMINATED IN 2000
3. RENTAL AGREEMENTS	TERMINATED IN 2000

E. DISBURSEMENTS

1. CANCELLED CHECKS, SPECIAL ACCOUNTS <sup>3</sup>	F/Y 2004
2. CANCELLED CHECKS, AGENCY ACCOUNTS <sup>2</sup>	F/Y 2004
3. CANCELLED CHECKS, REVOLVING ACCOUNTS <sup>2</sup>	F/Y 2004
4. PAYROLL MANIFESTS, FORM A-8 OR IBM FORMS	F/Y 2004
5. AGENCY PAYROLL CERTIFICATION <sup>4</sup>	F/Y 2003
6. TALLY SHEETS ("Gray Bars") <sup>3</sup>	F/Y 2003
7. PAYROLL REGISTER REPORT <sup>3</sup>	F/Y 2003
8. REFUNDS OF REVENUE, REQUESTS FORM A-27	F/Y 2004
9. REPORT OF OLD YEAR RESERVES, FORM A-12	F/Y 2003 <sup>5</sup>
10. REQUESTS FOR LIQUIDATION OF ENCUMBRANCE, FORM A-10	F/Y 2006
11. REQUESTS FOR REIMBURSEMENT OF REVOLVING FUNDS, FORM A-9	F/Y 2000
12. TIME BOOKS & TIME SLIPS <sup>6</sup> , EMPLOYEES <sup>7</sup>	F/Y 2003
13. TRANSFER NOTIFICATIONS, FORM A-11	F/Y 2004
14. VENDORS INVOICES (THIRD COPY IS FILED SEPARATELY FROM MANIFESTS)	F/Y 2006
15. VENDORS INVOICES, SPECIAL ACCOUNTS	F/Y 2000
16. VOUCHER MANIFESTS, FORM A-6-A OR IBM FORMS A-6-X (FORM 4032)	F/Y 2004

<sup>3</sup> Or bank statements showing images of cancelled checks (1/16/2006).

<sup>4</sup> Revised 3/15/96, GHRIS Deductions Procedures Manual (6/5/1995)

<sup>5</sup> 2005 Notice said 1999, but should have said "2001".

<sup>6</sup> Added "& Time Slips" December 10, 1998

<sup>7</sup> Revised 12/12/2003 to comply with RSA 5:38.

F. FARM

1. AGRI FORM 9	F/Y 2004
2. AGRI PROFIT AND LOSS STATEMENT, MONTHLY	F/Y 2004
3. BREEDING SLIPS	F/Y 2005
4. CATTLE INVENTORY ALL TABULATED THRU	MARCH 1967
5. DHIA MONTHLY STATEMENTS (IBM)	F/Y 2005
6. FARM INVENTORY AND PRODUCTION REPORT	F/Y 2006
7. FARM PLAN, ANNUAL	F/Y 1997
8. GRAIN USE REPORT, WEEKLY	F/Y 2004
9. <sup>8</sup>	
10. MONTHLY EGG PRODUCTION & GRAIN USE REPORT	ALL TABULATED
11. MONTHLY POULTRY INVENTORY REPORT	ALL TABULATED
12. REGISTRATION CERTIFICATES	ALL DECEASED ANIMALS
13. SWINE INVENTORY	ALL BUT CURRENT RECORDS

G. LEDGERS

1. ACCOUNTS RECEIVABLE RECORDS	F/Y 2000 OR UNTIL AUDITED <sup>9</sup>
2. DEPARTMENTAL APPROPRIATION LEDGERS FORM A-18	F/Y 2000
3. INCOME LEDGERS, FORM A-16	F/Y 2000
4. OPERATING STATEMENTS, SPECIAL ACCOUNT FORM A-21	F/Y 2000
5. RECORD OF CASH TRANSACTIONS, FORM A-19	F/Y 2000

H. PERSONNEL

1. CERTIFICATE OF ELIGIBLES	F/Y 2006
2. LEAVE APPLICATIONS, FORM PD-8	F/Y 2005
3. LEAVE RECORD CARDS, FORM PD-6	CARDS FILED BEFORE 1998
4. NOTIFICATION OF PAYROLL CHANGE, FORM A-22(REV)	F/Y 2004
5. a. PERSONNEL JACKETS OF EMPLOYEES HIRED <sup>10</sup> SUBSEQUENT TO JUNE 30, 1954	TERMINATED IN F/Y 1997
b. HISTORY CARDS OF EMPLOYEES HIRED <sup>10</sup> SUBSEQUENT TO JUNE 30, 1954	RETAIN PERMANENTLY
6. REQUESTS FOR OVERTIME, PD-3	F/Y 2006
7. REQUESTS FOR SALARY INCREASE, PD-17	F/Y 2006

<sup>8</sup> Item 9 - Individual Cow Reports deleted 3/11/1997 after discussion with Department of Agriculture.

<sup>9</sup> Any Accounts Receivable Records which have been audited, or any from 1998 or prior, may be discarded. Explanation added January 16, 2006.

<sup>10</sup> Revised after correspondence with Division of Personnel, 2/28/1997.

I. PROPERTY

1. DECLARATION OF SURPLUS PROPERTY, P-11	F/Y 2003
2. EQUIPMENT SUMMARY REPORTS, P-16 REV	ALL BUT CURRENT
3. EQUIPMENT TRANSFER, INTERNAL P-17	F/Y 2004
4. MATERIAL CONTROL CARD, P-2	F/Y 2004
5. MATERIAL REQUEST & CREDIT MEMO, P-1	F/Y 2004
6. MONTHLY EQUIPMENT ADJUSTMENT REPORT, P-21	ALL BUT CURRENT
7. PROPERTY RECORDS CARD P-15 CARDS ON PROPERTY	DISPOSED OF 1986 & PRIOR
8. REPORT OF LOST & DAMAGED PROPERTY P-18	F/Y 2000

J. PURCHASE

1. FIELD PURCHASE ORDER, P-8	F/Y 2004
2. PURCHASE ORDER, P-6	F/Y 2004
3. RECEIVING & INSPECTION REPORTS, P-3	F/Y 2004
4. REPORTS OF COMPLAINTS, P-17	F/Y 2004
5. REQUISITION FOR OFFICE SUPPLIES, P-5	F/Y 2004
6. REQUISITION FOR PURCHASE ORDER, P-4	F/Y 2004

K. TRAVEL

1. PRIVATE AUTO RECORD, A-5	F/Y 2004
2. REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL, A-24	F/Y 2004
3. TRAVEL REIMBURSEMENT CLAIM, A-4 (IF NOT ATTACHED TO MANIFESTS)	F/Y 2004

L. MISCELLANEOUS

1. MEAL TICKET SALES, M-1	F/Y 2004
2. DINING ROOM ATTENDANCE, M-2	F/Y 2004
3. REPORT OF OPERATION, STATE OWNED VEHICLES, MV-2	F/Y 2003
4. LIFE HISTORY OF VEHICLE, MV-3	UNTIL VEHICLE IS DISPOSED + 2 YRS
5. MINUTES OF GOVERNOR & COUNCIL MEETINGS	F/Y 2006
6. TOLL CALL REGISTER, A-23	F/Y 2003
7. ARCHIVAL TRANSFER LIST (RM 120)	PERM